

DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
STATE PROCUREMENT BUREAU

gsd.mt.gov



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MEMORANDUM

TO: All Agency Agencies

FROM: Brad Sanders, Chief Procurement Officer

DATE: August 8, 2014

SUBJECT: Background Screening Services

The Department of Administration has made available to all state agencies two Term Contracts for background screening services. These contracts were established through the Western States Contracting Alliance (WSCA-NASPO) lead by the State of Utah. The complete contract documents are available online at the General Services Division Website:

<http://svc.mt.gov/gsd/apps/termcontractdefault.aspx>

Below is a guide to utilizing these contracts and a listing of available services. Questions can be directed to Rick Dorvall at 444-3366 or at Rickdorvall@mt.gov.

- Background Screening Services: services include (but are not limited to) Multi-Jurisdictional Criminal History Record Checks, Sex Offender Registry Checks, Social Security Number and Citizen Verification, Credit Reports, Education Verifications, Employment History & Verification and Reference Checks. Sanction Screenings, Military Record Verifications, US Treasury Office of Foreign Asset Control, List of Specially Designated Nationals, Skip Trace Reports. Additional screening services may be added to contract if necessary.
- Contract pricing is per Attachment #1. Agencies must contact the customer service representative listed below to discuss each request and individual pricing.
- Contractors/Dedicated Customer Service Representative:
 - Accurate Background
 - Amy Harrison
 - 6 Orchard Street, Suite 200
 - Lake Forest, CA 92630
 - Phone: 949-609-2225
 - Fax: 949-380-2325

- Email: aharrison@accuratebackground.com
- American DataBank, LLC
 - Angela Kwon
 - 110 16th Street, 8th Floor
 - Denver, CO 80202
 - Phone: 800-267-8456 x115
 - Fax: 303-565-5091
 - Email: angelak@americandatabank.com
- Training is available from either contractor upon request.
- To utilize background screening services, agencies must contact the customer service representative listed above, describe the depth of the requested screening, and provide the following information: Name, Date of Birth, SSN, Current address, and location of position, employment history, education history, drivers licensing number, and professional licensing information. A firm price must be provided to the agency before any services may be provided.
- Complete reports are provided, on average, within two business days.
- American DataBank also provides an “Applicant Entry” solution for applicants to enter their own information and electronically sign their consent forms at no additional cost.

Attachment 1

No	Item	Accurate Background	American Databank
1	Criminal History Record	\$4.50	\$4.95*
2	Sex Offender Registry Check	\$4.00	\$2.95
3	County Criminal Search	\$5.50	\$6.95
4	County Civil Record Searches	\$9.00	\$12.00
5	Citizenship Verification	\$2.00	\$2.95
6	Driving Records	\$4.00	\$3.75
7	Credit Reports	\$4.25	\$4.95
8	Professional License	\$5.00	\$5.95
9	Education Verification	\$5.00	\$5.95
10	Employment History and Verifications	\$5.00	\$5.95
11	DOT Employment Verification	\$15.00	\$9.95
12	Reference Checks	\$8.00	\$5.95
13	Sanction Screenings	\$4.00	\$2.95
14	Military Records	\$5.00	\$9.95
15	U.S. Treasury, OFAC, list of SDN	\$4.00	\$2.95
16	Skip Trace Reports	\$2.00	NA
Package Pricing		Per Package	Per Package
1	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries.	\$20.00	\$20.00
1a	Social Locator (Name/Identity SSN). County Criminal unlimited searches revealed by SS locator. State Criminal unlimited searches revealed by SS locator. Federal Criminal unlimited searches revealed by SS locator. Sex Offender & Sexual Predator Registries.	\$34.25	\$65.00
2	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries. Credit Report.	\$22.75	\$24.00
2a	Social Locator (Name/Identity SSN). County Criminal unlimited searches revealed by SS locator. State Criminal unlimited searches revealed by SS locator. Federal Criminal unlimited searches revealed by SS locator. Sex Offender & Sexual Predator	\$31.50	\$69.00

	Registries. Credit Report.		
3	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries. Credit Report. Sanction Reports (OIG,GSA,IPLS) , SDN	\$35.75	\$32.00
3a	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries. Credit Report. Sanction Reports (OIG,GSA,IPLS) SDN	\$49.50	\$79.00
4	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries. Sanction Reports (OIG,GSA,IPLS) Employment Verification. SDN	\$33.00	\$28.00
4a	Social Locator (Name/Identity SSN). County Criminal per jurisdiction. State Criminal per jurisdiction. Federal Criminal per jurisdiction. Sex Offender & Sexual Predator Registries. Employment Verification. Sanction Reports (OIG,GSA,IPLS). SDN	\$46.75	\$75.00

*Includes multi-jurisdictional (local and national) check as one report through National Criminal Index Database Search.